

RE: Summer Concert Series Food Service

The City of McMinnville is reaching out to you with an exciting opportunity! The 37th Annual Summer Fun Concert Series is back at City Park for another summer and the City will be allowing one food truck to provide food service during our summer concert evenings. If you are interested in being considered for this opportunity, please submit the following information via email to Katie Noyd (katie.noyd@mcminnvilleoregon.gov) no later than April 29 by 5 pm.

- Letter of Interest
- Menus and price options
- Contact information
- Any relevant background information and references

Vendors must be available for all five dates: June 28, July 5, July 12, July 19, and July 26. The City will choose one vendor to provide food services on those nights.

We look forward to hearing from you! If you have any questions, please email or call me at 503-434-7428.

Thank you!

Katie Noyd
Community Center Manager

Exhibit A
Scope of Work

The City will be responsible for the following:

- The City will grant concession rights at City Park for the summer season 2022, in addition to any other facility requested by the City and accepted by the Supplier. No more than one supplier will be given concession rights on any given day at City Park.
- The City will provide garbage service as needed for concession areas.
- The City will provide restrooms/portable toilets at City Park.
- The City will provide assistance with temporary concession sites at City Park.
- The City will determine suitability of site and reserve the right to cancel events due to weather.
- The City will reserve the seasonal dates June 28, July 25, July 12, July 19, and July 26, 2022 for the supplier at City Park (either in the park in a certain location near the Aquatic Center or the parking lot near the restrooms) as needed. The City will reserve the Park for Supplier from 5:00-8:30 pm on these dates.

Supplier will be responsible for the following:

- Supplier must provide and maintain an acceptable concession stand, including gray/black water storage.
- Supplier will provide any other temporary concessions standards as required, including hookups, staffing, health permits, and products for sale upon the approval of the Parks and Recreation Manager.
- Set up for these events must take place after the City's sound/tech company has set up on the City Park grass.
- Supplier will submit a recommended price list to the City for approval.
- Supplier will provide a Yamhill County Health Department full service food license and make available a copy of the license prior to the operation to the City.
- The Supplier will be responsible for any and all equipment/facility damage that occurs from the operation of this concession contract during the term of this Contract.
- Supplier will assist in enforcing all park rules and regulations that are reasonable and will act on behalf of the City to maintain appropriate customer conduct.



City of McMinnville

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- Supplier will operate the concession on all days agreed to with the City at City Park, opening prior to the start of the event and closing after the conclusion of the event.
- Supplier will pay the City fifteen percent (15%) of gross receipts within 10 days of the conclusion of the series of events for these concession rights. Supplier may be required to submit written documentation of gross sales with payment.